



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of State Superintendent of Schools Special Staff Atlanta, Georgia	Application Number 81-152	
Application Number		Date Received MAR 2 1981	Date Completed MAR 11 1981
2. Person to Contact Mary Jean Turner		Working Title Principal Secretary	Telephone Number 656-2800
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. <i>Canceled by D-81-48</i> b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1977 To Date		5. Records Series Title (followed by title used in office, if different) Department of Education Advisory Committee Development Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the State Superintendent of Schools-Special Staff is responsible for the coordination of the Department of Education's support on proposed legislation that affects the Department of Education in general; and for the coordination of activities between the Department of Education and the Attorney General (Department of Law) concerning litigation and/or other legal matters. The Special Staff works closely with local school officials and lay persons in behalf of the State Superintendent of Schools and the State Board of Education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Developing, establishing and securing members for Department of Education Advisory Committees, established by either State Board of Education action or State Superintendent of Schools administrative decision. Included are: Membership lists; correspondence relating to appointment to committee; and extra copies of annual report of committee (copy of report is sent to the State Board of Education, if an extra copy is sent, the extra copy is placed in this file). File is arranged: Alphabetically by name of Advisory Committee.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
☐ Calendar Year; ☐ Fiscal Year; ☒ Other Upon termination of committee then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
 Other (Specify)

Hee's Responsibility, then, remove from active files, place in inactive file, cut off inactive files at the end of each calendar year then.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<i>2/25/81</i>	<i>Walker L. Baumgardner</i>	<i>2-25-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>3-11-81</i>
		Secretary of State/Designee	<i>3-10-81</i>
		Attorney General/Designee	<i>3-11-81</i>